



Special Projects Officer to the President

CIRM

The mission of CIRM is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury. The Institute funds basic, pre-clinical, clinical, and translational science to generate new knowledge that will push the field forward toward therapies and cures.

Position Summary

The Special Projects Officer will report to the President and assist in developing special programs and initiatives for CIRM. The Special Projects Officer to the President will focus on planning; analyzing, developing, evaluating, submitting and implementing when appropriate new initiatives that accelerate the mission of CIRM. Projects/programs will vary and change based on the goals and objectives of CIRM but they will reflect a rapidly evolving field of basic research and medical applications in regenerative medicine. The Special Projects Officer will identify and develop strategic business relationships. The Special Projects Officer will be responsible for writing Request for Proposals, developing agendas for meetings/workshops, arranging meetings/workshops and developing outcome materials.

Projects Envisaged

- Development of programs integrating genomics and stem cell science
- Explore the development of stem cell clinical programs in tertiary medical institutions in California – alpha clinics proposal
- Development of creativity training programs for young scientists entering stem cell research
- Identification of international new and rapidly evolving basic and applied research programs that may be linked to or introduced into the CIRM Californian biotech and academic research environment

Minimum Requirements

- Ph.D. in a biomedical science.
- Significant and relevant experience in research, science affairs and/or biotechnology.
- Experience in writing scientific proposals and documents.
- Demonstrated ability to work effectively with senior executives of organizations and Board members.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Demonstrated excellent analytical, interpersonal, and written and oral communication skills. Ability to communicate effectively with scientists and with non-scientists.
- Demonstrated track record of working collaboratively in a team-oriented, demanding environment.

Desirable Qualifications

- JD and/or MBA.



Salary Range and Benefits:

The salary range for this position is \$149,760-\$224,536. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package including a Defined Benefit plan, generous health care and leave time. See the following website for more detailed benefit information
<http://www.dpa.ca.gov/benefits/employeebenefits.shtm>.

The position is open until a suitable candidate is found.

How to apply: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>

to: jobs@cirm.ca.gov, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.